

Box reserved for Personnel Section

<b>RPA Control No.#</b>		<b>C&amp;P Analyst Approval</b> FA		<b>Date</b> 2/17/2021
<b>Employee Name</b>		<b>Division</b> METROPOLITAN STATE HOSPITAL		
<b>Position No / Agency-Unit-Class-Serial</b> 487-		<b>Unit</b> NUTRITION SERVICES		
<b>Class Title</b> COOK SPECIALIST II		<b>Location</b> MAIN KITCHEN PRODUCTION		
<b>SUBJECT TO CONFLICT OF INTEREST CODE</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> R15	<b>WORK WEEK GROUP</b> 2	<b>PAY DIFFERENTIAL</b>	<b>WORKING HOURS</b>

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:**

Food Production principles and practices using a blast chilling system for the Department of State Hospitals. Safe food handling and preparation as designated per HACCP, Dept. Policy, CMS & Title 22 licensing regulations. The safe use of, set up of, break down and cleaning of food service equipment of various types. Complete all daily production assignments, organize the food bank, and remove all leftover food after tray line is completed to dishwashing area. Daily check food racks in dairy refrigerator and freezer for HACCP expiration dates and discard as needed. Complete daily cooks cleaning assignments. Fill out completely the daily assigned HACCP sheets. Provide a sample of all purees and ground textures to Supervising Cook I/II for approval before placing assigned production item into the Food Bank.

<b>% OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)</b>
60 %	<b>ESSENTIAL FUNCTIONS:</b>  Prepare food products per assignment sheet given to you by Supervising Cook I/II: cycle menus, special function request, holiday menus, therapeutic/back page menus and any other food preparation need. Fill out correctly HACCP sheets for each food item assigned before, during and after processing to accurately record food temperatures and safe handling of food during preparation. Show the Supervising Cook I/II a 2-3oz portion of all pureed and ground textured food items per assignment to verification of correct texture before panning up item. Use PPE (Personal Protective Equipment) before using equipment: knife, robot coup, blender, HCM, large stand up mixer, meat slicer, meat grinder, 100-gallon steam kettles, steamers, alto sham, steam oven, walk-in oven, blast chiller etc. Follow standardized recipes always and ensure all hotel pan(s), food tubs or any food container is correctly labeled and dated.
30 %	Clean and sanitize all food processing equipment after each assigned task using PPE always. Correctly set up three compartment sink for equipment washing, rinsing & sanitizing. You will check using a test strip to ensure the sanitizer meeting minimum ppm. Keep work area clean & organized always. Clean your work area after every task. Finish daily cleaning assignments. Will follow first in first out (FIFO) inventory control. Date & label all opened products before putting back what is left over.

### **MARGINAL FUNCTIONS**

5 %

Keep Supervising Cook I/II informed of production issues, product needs, production tally count issues, report damaged or repair equipment findings and other production concerns.

5 %

All other duties and special projects as assigned consistent with this classification.

Other  
Information

### **SUPERVISION RECEIVED**

Under the general direction & supervision of the Supervising Cook I/II

**SUPERVISION EXERCISED: N/A**

### **KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Food Production principles and practices using a blast chilling system for the Department of State Hospitals. Safe food handling and preparation as designated per HACCP, Dept. Policy, CMS & Title 22 licensing regulations. The safe use of, set up of, break down and cleaning of food service equipment of various types.

**ABILITY TO:** Reason logically, creatively and utilize a variety of analytical techniques to complete food service production assignments. Provide suggested solutions to supervisors as unforeseen food production issues arise. Be creative to come up with new ways of providing the clients the best meals possible.

### **REQUIRED COMPETENCIES**

#### **PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical and physical work needed to carry out the essential duties of a Cook Specialist I. This includes, but is not limited to working with food service equipment, wet surfaces, steam, oven temperatures >500 degrees, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to and exceeding 25 pounds, lifting and carrying up to and exceeding 25 pounds, and repetitive fine motor and hand motion. Exposed to loud noises, temperatures variations of up to and in excess of >70 and <32 degrees.

#### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety, use of PPE (personal protective equipment) and vigilance in the identification of safety or security hazards, including infection control. Reports any safety issues immediately to Supervisor.

#### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

**CPR:** Maintains current certification

#### **SITE SPECIFIC COMPETENCIES**

- N/A

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**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- N/A

**LICENSE OR CERTIFICATION - not applicable****TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

**THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

**WORKING CONDITIONS****EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain respectful, courteous, cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures and EEO practices.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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